

**PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY BOARD MEETING**

**February 25, 2010**

**PRESENT:** Patricia Finder-Stone, Tom Diedrick, Libbie Miller, Grace Aanonsen, Steve Daniels, Bill Clancy, Keith Pamperin, Pat Cochran

**EXCUSED:** Donajane Brasch, Judy Parrish

**ALSO PRESENT:** Sunny Archambault, Arlene Westphal, Devon Christianson, Debra Bowers, Sandy Groeschel, Steve Maricque, Denise Misovec

**PLEDGE OF ALLEGIANCE.**

**INTRODUCTIONS:** No introductions were needed.

Chairperson Diedrick called the meeting to order at 8:32 a.m.

**ADOPTION OF AGENDA:** Mr. Diedrick asked for any additions or corrections to the February 25, 2010 Agenda. Ms. Archambault noted that Ms. Brasch was absent and we would not be having the Mental Health Parity Update, agenda item number 5.

A motion was made by Sup. Clancy and seconded by Ms. Miller to adopt the February 25, 2010 agenda with the above noted correction. **MOTION CARRIED.**

**APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF JANUARY 28, 2010:**

Mr. Diedrick asked for any additions, corrections, or deletions to the minutes of the regular meeting of January 28, 2010. Ms. Archambault noted that John Holzer's name was omitted from those also present and should be added.

Ms. Miller moved and Ms. Cochran seconded to approve the minutes of the regular meeting of January 28, 2010 with the above noted correction. **MOTION CARRIED.**

**FINANCIAL REPORT:**

**A. APPROVAL OF PRE-AUDIT 2009 FINANCE REPORT:** Ms. Archambault drew board members attention to the Pre-Audit 2009 Finance Report included in the board packet noting that the figures in red represent the changes that occurred in the budget since the December Report. She noted that the major changes included the invoice submitted by Human Services that has been paid and the \$33,000 increase in MA Claiming dollars that was received over what was budgeted.

**B. APPROVAL OF JANUARY 2010 FINANCE REPORT:** Ms. Archambault noted that Information Services Chargebacks, EAP/Insurance Chargebacks, Central Services, and Facilities Chargebacks are paid at 50% in January and 50% in June or July. Otherwise expenses appear to be on target.

On the revenue side we received 50% of Brown County Appropriations in January and will receive the rest in June or July. Ms. Archambault reviewed the 2009 Equipment Budget which included \$414 of Supplies & Expenses and \$1,509 of Total Building Improvements which were for remodeling in the building.

Ms. Aanonsen moved and Ms. Miller seconded to approve the Pre-Audit 2009 Finance Report and the January 2010 Finance Report. **MOTION CARRIED.**

**C. APPROVAL OF JANUARY RESTRICTED FUNDS:** Board members reviewed the January Restricted Donation of \$250 from Jerry and Barbara Jarvey for Home-Delivered Meals.

Ms. Miller moved and Mr. Pamperin seconded to approve the Restricted Donations. **MOTION CARRIED.**

**D. REQUEST FROM AMERICAN RED CROSS FOR \$8,000:** Ms. Archambault explained to board members that she has received a request from American Red Cross for financial assistance of \$8,000 to help with the replacement of a van which was damaged beyond repair in an accident in December 2009. Red Cross would utilize their insurance payment of approximately \$7,500 along with our \$8,000 to fund the purchase of a late model used sedan to replace the damaged van. Ms. Archambault noted that we have \$39,000 of unspent transportation grant dollars and this would be an appropriate use of these dollars.

After some discussion Mr. Pamperin moved and Sup. Clancy seconded to approve the request from American Red Cross for \$8,000 to assist with replacement of a damaged vehicle. **AYES:** Tom Diedrick, Keith Pamperin, Grace Aanonsen, Bill Clancy, Pat Cochran, Libbie Miller, Pat Finder-Stone. **ABSTAIN:** Steve Daniels. **MOTION CARRIED.**

**E. REQUEST TO DISCONTINUE PROVIDING WORK PERMITS:** Ms. Archambault explained that over the years we have provided work permits that are required for young people to obtain jobs. We receive \$2.50 per permit which takes the ADRC receptionist approximately 30 minutes to process. Over the past months our front desk has become increasingly busy and we have looked into other alternatives for serving these young people. County Clerk Darlene Marcelle already provides work permits and is willing to assume this additional responsibility. Therefore, Ms. Archambault requested board approval for the ADRC to discontinue providing work permits as of May 31<sup>st</sup>.

Sup. Clancy moved and Ms. Aanonsen seconded to discontinue providing work permits as of May 31<sup>st</sup>. **MOTION CARRIED.**

**NUTRITION PROGRAM REPORT:** Ms. Sandy Groeschel introduced herself stating that she has held the position of the Nutrition/Volunteer Coordinator for the ADRC for the past 2 ½ years. Some of her responsibilities include working with our vendor, referring clients to our dietician for nutrition counseling, assessing and reassessing the eligibility of those being served, along with data entry and generating reports needed by the state for funding purposes.

Ms. Groeschel distributed a handout which summarized the ADRC Nutrition Program and its activity for 2008-2009. She went on to explain that the Nutrition Program has three major sources of funding, the Older American Act (Federal Funding), County Funding for legally disabled under 60, and COP Funding (Community Options Program for any-aged individual who passes functional and financial screening). The Nutrition Program provides both congregate (group dining) and homebound meals (HBM). The HBM program serves persons who are homebound, unable to cook for themselves, and who have no one else to cook for

them, who are 60 years of age or older or those under 60 years of age who are legally disabled.

Ms. Groeschel reviewed the statistical data included in the handout such as number of homebound clients served and number of congregate clients served with comparisons by funding sources. She noted that we currently serve over 400 homebound meals and 200 congregate meals daily and have 237 active volunteer drivers on board. She also reviewed the daily operations needed for the program to run efficiently as well as client characteristics, survey results and in-kind donations. Ms. Groeschel noted that the major challenge in 2011 will be the \$54,000 in stimulus dollars that was awarded to the program in 2009 that we will not have in 2011.

Another challenge the Nutrition Program is facing is finding a centrally located distribution center for the Homebound Meal Program. Ms. Archambault stated that a group from the ADRC had once again met with the people from the Quality Inn to discuss the possibility of purchasing condominium space from them. The bylaws have been sent to the County's Corp Counsel for review and we are waiting for Corp Counsel to get back to us.

**APPROVAL OF FUNCTIONAL SCREEN QUALITY POLICY:** Ms. Christianson referred board members to the final draft of the ADRC Functional Screen Quality Policy included in the board packet. She stated that this final draft has been internally approved and is now being brought to the board for its approval. Ms. Christianson noted that the purpose of this policy was to assure that staff administering the Long Term Care Functional Screen (LTCFS) are properly trained and mentored to assure consistency, accuracy and quality.

Ms. Christianson went on to review the procedure used in conducting the Functional Screen, the ongoing training through program development activities and webcasts, participation in chart reviews, the support and monitoring of staff, and the role of the Screen Liaison, I&A Team Lead and Assistant Director. She noted the importance of the board's awareness of the process should a complaint arise where the board's involvement would become necessary.

Mr. Paniparin moved and Ms. Finder-Stone seconded to approve the Functional Screen Quality Policy. **MOTION CARRIED.**

**HISTORY/REVIEW OF MISSION & VALUES:** Ms. Archambault distributed a fact sheet on A Layman's Guide to the Older American Act highlighting the creation of the Older Americans Act (OAA) on July 14, 1965. She drew board members attention to the information on Title I: Declaration of Objections and Definitions, Title II: Administration on Aging, and Title III: Grants for State and Community Programs indicating that we would look at this information in depth at a future meeting.

With the use of a power point presentation, Ms. Archambault also gave a review of how our story began as an Aging Unit in 1977. She laid the foundation of where we have been as a Commission on Aging from 1979-1997, an Aging Resource Center from 1998-2005, and where we are today as an Aging & Disability Resource Center. Ms. Archambault reviewed the challenges, controversy, advocacy and passion that has gone into 33 years of *"Building a community that values, empowers, and supports seniors, adults with disabilities and their caregivers"*.

**I&A UPDATE:** No report.

**LEGISLATIVE UPDATE:** Ms. Archambault distributed a handout which outlined how President Obama's \$3.8 trillion fiscal years 2011 budget request to Congress would affect

Administration on Aging (AoA) programs, specifically the Older Americans Act (OAA) programs and services. There would be a 13% increase to Title IIIB Supportive Services and a 31% increase to Title III E National Family Caregiver Support program. The Title VI Native American Aging Program would receive a 7.2% increase for Part A, Nutrition and other Supportive Services and a 31% increase for Part C Caregiving Programs. The Nutrition Programs under Title IIIC would only receive a little more than a 1% increase while Title VII Elder Justice and Ombudsman Program would see a 9% increase over last year. The Health and Long-Term Care Programs funded under Title II (including formerly known Aging and Disability Resource Centers) would be level funded under a new, separate line item. Title III D preventive health and the Alzheimer's demonstration program would be level funded. Title IV, intended for research and innovations would be reduced by \$5 million, while the Lifespan Respite Program administered by AoA would double their \$2.5 million from last year to \$5 million in this budget.

Ms. Archambault also announced that the Aging & Disability Resource Center of Brown County will be hosting "County Government 101" on Friday, March 26, 2010 at the ADRC from 8:00 – 11:30 a.m. Guest speakers will include Brown County Executive Tom Hinz presenting on *An Overview of County Government*, County Clerk Darlene Marcelle presenting on *Voting in Brown County*, and Circuit Judge Donald Zuidmulder presenting on *How the Judicial Branch Operates*. Ms. Archambault distributed a handout on this presentation and encouraged Board Members to attend.

**DIRECTOR'S REPORT:** No report.

**NOMINATIONS COMMITTEE REPORT:** Chairperson Diedrick reported that the Nominations Committee had met and developed the following slate of nominees for the offices of Chairperson, Vice-Chairperson, Secretary and Treasurer. Chairperson - Tom Diedrick, Vice-Chairperson - Keith Pamperin, Secretary - Judy Parrish, and Treasurer - Donajane Brasch.

#### **ELECTION OF OFFICERS:**

- A. Chairperson Diedrick turned the meeting over to Vice-Chairperson Pamperin to conduct the election of Chairperson. Mr. Pamperin presented Mr. Diedrick as the nominee for Chairperson and asked three times if there were any other nominations from the floor. There were no other nominations. Ms. Finder-Stone moved and Ms. Miller seconded to cast a unanimous ballot to elect Mr. Diedrick as Chairperson. **MOTION CARRIED.**
- B. Vice-Chairperson Pamperin then turned the meeting back over to Chairperson Diedrick. Chairperson Diedrick presented Mr. Pamperin as the nominee for Vice-Chairperson and asked three times if there were any other nominations from the floor. There were no other nominations. Ms. Finder-Stone moved and Ms. Miller seconded to cast a unanimous ballot to elect Mr. Pamperin as Vice-Chairperson. **MOTION CARRIED.**
- C. Chairperson Diedrick presented Ms. Parrish as the nominee for Secretary and asked three times if there were any other nominations from the floor. There were no other nominations. Ms. Finder-Stone moved and Ms. Aanonsen seconded to cast a unanimous ballot to elect Ms. Parrish as Secretary. **MOTION CARRIED.**
- D. Chairperson Diedrick presented Ms. Brasch as the nominee for Treasurer and asked three times if there were any other nominations from the floor. There were no other nominations. Mr. Pamperin moved and Ms. Miller seconded to cast a unanimous ballot to elect Ms. Brasch as Treasurer. **MOTION CARRIED.**

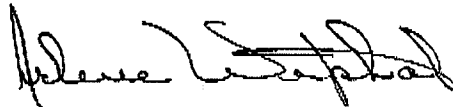
**ANNOUNCEMENTS:** Ms. Finder-Stone announced that the Coalition of Wisconsin Aging Group's Spring Kickoff Meeting on March 29, 2010 previously scheduled to be held at *The Grand* is now scheduled to be held at *The Sports Corner* in De Pere, WI.

Ms. Finder-Stone also informed board members that she had recently participated in a 3-hour teleconference discussing many legislative issues currently being addressed. She requested time on the next ADRC Board of Director's Agenda to bring everyone up to date on these issues.

**NEXT MEETING DATE – MARCH 25, 2010:** The next ADRC Board of Director's Meeting will be held on Thursday, March 25, 2010, at 8:30 a.m. The place of the meeting will be included in the Board Packet.

**ADJOURN:** Sup. Clancy moved to adjourn and Ms. Cochran seconded. **MOTION CARRIED.** The meeting adjourned at 10:15 a.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Arlene Westphal', written over a horizontal line.

Arlene Westphal, Secretary